



**MILITARY SURFACE DEPLOYMENT AND
DISTRIBUTION COMMAND
TOPS/POWERTRACK
CENTRAL WEB APPLICATION
TP USER'S TRAINING GUIDE
(Version 1.0)
For Training Purposes Only**

January 30, 2004

Prepared for:

**Military Surface Deployment and Distribution Command
ATTN: SDG6-AP
200 Stovall St
9th floor, Room 9S09
Alexandria, Virginia 22332**

Prepared by:

**SRA International, Inc.
4300 Fair Lakes Court
Fairfax, Virginia 22033-4232**

Under Contract DTTS59-99-D-00463

Task Order Number 02002

Subtask Number 5.1

Document Control Number (DCN) 2039002-501-TP1-261



**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION
COMMAND
TOPS/POWERTRACK
CENTRAL WEB APPLICATION
TP USER'S TRAINING GUIDE**

For Training Purposes Only

January 30, 2004

Prepared for:

**Military Surface Deployment and Distribution Command
ATTN: SDG6-AP
200 Stovall St
9th floor, Room 9S09
Alexandria, Virginia 22332**

**Under Contract DTTS59-99-D-00463
Task Order Number 02002
Subtask Number 5.1
Document Control Number (DCN) 2039002-501-TP1-261**

Table of Content

SECTION 1 INTRODUCTION	1-1
1.1 CWA OVERVIEW	1-1
1.2 OBJECTIVES	1-1
1.3 REQUIREMENTS	1-2
1.4 USER TYPES	1-2
1.5 WINDOWS AND INTERNET BROWSERS.....	1-2
1.5.1 STANDARD CONVENTIONS.....	1-3
1.5.2 INTERNET BROWSER PULL-DOWN MENUS.....	1-5
1.6 CWA LOGIN PROCESS.....	1-6
1.6.1 ETA REGISTRATION	1-6
1.6.1.1 New User Registration	1-7
1.6.1.2 Existing ETA User Registration.....	1-9
1.6.1.3 Password Updates.....	1-10
1.6.1.4 E-mail Address Updates.....	1-11
1.6.2 CWA LOGIN	1-11
1.6.3 SDDC POINT OF CONTACT.....	1-12
1.6.4 EXITING CWA	1-12
SECTION 2 CWA	2-1
2.1 CWA MAIN SCREEN.....	2-1
2.1.1 CLOSING CWA	2-1
2.1.2 ERROR MESSAGES.....	2-1
2.3 TP SCREENS.....	2-2
2.3.1 LOG IN AS A TP	2-2
2.3.2 LOG IN AS A TP MULTIPLE.....	2-2
2.3.3 SELECT A SPECIFIC TP	2-3
2.3.4 VIEW PENDING ITEMS FOR TP	2-3
2.3.4.1 View Items	2-4
2.3.4.2 Edit Items	2-5
2.3.4.3 Shipment Authorized Pickup Address (PW)	2-7
2.3.4.4 TP Note	2-7
2.3.5 VIEW ALL SHIPMENTS FOR TP	2-8
2.3.5.1 View By Payment Status.....	2-8
2.3.5.2 View By Shipment Status.....	2-9
2.3.5.3 View Items	2-9
2.3.5.4 Edit Items	2-10
2.3.6 SEARCH FOR SHIPMENTS.....	2-10
2.3.6.1 Search by BL Number.....	2-11
2.3.7 OPEN/UNPAID ITEM REPORTS.....	2-11
2.3.7.1 View Open Items	2-12
2.3.7.2 View Unpaid Items.....	2-14
2.3.7.3 TP Multiple Reports	2-15
2.3.8 PRE APPROVALS	2-17
2.3.9 PRINT BL	2-18
APPENDIX A.....	A-1
APPENDIX B.....	B-1

LIST OF FIGURES

Figure 1-1 Netscape Toolbar	1-5
Figure 1-2 Internet Explorer Toolbar.....	1-5
Figure 1-3 ETA —Electronic Transportation Acquisition Main Menu.....	1-6
Figure 1-4 ETA Registration Page.....	1-7
Figure 1-5 ETA Application Screen	1-8
Figure 1-6 Username and Password Screen.....	1-9
Figure 1-7 Additional Registration Screen	1-10
Figure 1-8 Network Password	1-11
Figure 2-1 CWA Main Screen	2-1
Figure 2-2 TP Multiple Screen	2-2
Figure 2-3 TP Multiple Log in Screen.....	2-2
Figure 2-4 TP Dropdown Window Screen	2-3
Figure 2-5 View Pending Items Screen	2-3
Figure 2-6 View Items Screen	2-4
Figure 2-7 View Items Full Screen.....	2-4
Figure 2-8 Edit Items Screen	2-5
Figure 2-9 Edit Items Full Screen.....	2-6
Figure 2-10 PW Screen.....	2-7
Figure 2-11 TP Note Screen	2-7
Figure 2-12 View All Shipments for TP Screen.....	2-8
Figure 2-13 View by Payment Status Screen	2-8
Figure 2-14 View by Shipment Status Screen	2-9
Figure 2-15 View Items Screen	2-9
Figure 2-16 Edit Items Screen	2-10
Figure 2-17 Search for Shipments Screen	2-10
Figure 2-18 Search Results by BL Number Screen.....	2-11
Figure 2-19 Item Approval Reports Screen.....	2-11
Figure 2-20 View Open Items Report Screen.....	2-12
Figure 2-21 Show Denied/Disputed Items Screen.....	2-12
Figure 2-22 Show All Unapproved Items Screen.....	2-13
Figure 2-23 Sort by Age Screen.....	2-13
Figure 2-24 View Unpaid Items Report Screen.....	2-14
Figure 2-25 View Unpaid Items Report Results Screen.....	2-14
Figure 2-26 TP Multiple Reports Screen.....	2-15
Figure 2-27 View Report of All Unapproved Items for TPs with Approval Status Screen	2-16
Figure 2-28 Download Unapproved Items for TP Screen	2-16
Figure 2-29 TP Multiple Report in Microsoft Excel Screen.....	2-17

Figure 2-30 Pre Approvals Screen.....	2-17
Figure 2-31 Print BL Screen.....	2-18

SECTION 1 INTRODUCTION

This manual provides detailed instructions for the use of Central Web Application (CWA).

1.1 CWA OVERVIEW

CWA was created to review and approve services online and to cost Personal Property shipments for electronic payment of Transportation Provider (TP) invoices via U.S Bank/PowerTrack. In order for PowerTrack to automatically pay TP invoices, the individual items being billed for must be approved and/or denied, and then independently costed by the government.

The three primary components of the CWA system are EDI Processing Engine, Web Application for the user interface, and Costing Engine (CE). The CWA database is coupled to the TOPS/THIST database currently used for Personal Property Shipping. The coupling is via a database trigger on the THIST database that updates the CWA database with shipment information for shipments that are being paid by U.S Bank/PowerTrack. In addition, the CWA authentication is integrated with the SDDC ETA central authentication service, allowing all SDDC ETA users the ability to access CWA with their common ETA login.

1.2 OBJECTIVES

The role of the CWA is as follows:

1. Receive a copy of the TP invoice from PowerTrack electronically, via Electronic Data Interchange (EDI) transactions over Hypertext Transfer Protocol-Secure (HTTPS). (EDI-859 transaction)
2. Validate the invoices it receives from PowerTrack, and reject invoices that have erroneous data (shipment BL number, TP SCAC, origin/destination GBLOC). The CWA notifies PowerTrack of any/all errors via EDI transactions over HTTPS. (EDI-824 transaction)
3. Present the invoice data to the government representatives from Personal Property Shipping Office (PPSO) for individual item verification and approval. In addition, TP representatives adjust invoices and approve reports.
4. Generate a government cost for each approved item on the invoice, based on the item and its associated units and quantities.
5. Send a government-costed invoice to PowerTrack electronically, via EDI transactions over HTTPS. (EDI-858 transaction)
6. Receive summary payment information from PowerTrack via EDI transactions over HTTPS and store information as well as present reports. (EDI-811 transaction)

7. Provide a viewable audit for all database changes that occur during the processing of items 1 through 6 above.

1.3 REQUIREMENTS

The technical and functional requirements: design, develop, integrate, test, and deploy the CWA system. CWA will provide the following functionality:

- Data retrieval from THIST
- Web access for all user types
- Government costing/rating engine
- EDI interface with PowerTrack
- Secure access controlled by SDDC's Electronic Transportation Acquisition (ETA) portal
- Fully functional audit module
- Management and oversight capability
- Reports generation

1.4 USER TYPES

TP: TP users have the ability to view reports associated with their SCAC as well as the ability to add and remove services for records associated with their SCAC. TP users are also able to update quantities of services as necessary. TP users are able to view the list of all shipments associated with their SCAC.

TP Multiple: TP Multiple users have the same capabilities as TP users. Additionally, they can view and act on records for multiple SCACs. TP Multiple users are able to view the list of all shipments associated with the SCACs.

TP Agent: No access at this time.

1.5 WINDOWS AND INTERNET BROWSERS

This manual uses Microsoft® Windows navigational techniques, terminology, and mouse conventions. It is assumed that the user is familiar with terms such as click, double-click, select, choose, menu, and window. If not, please check the Windows manual.

Note: The term "click" is used throughout this manual, generically, with regard to the left mouse button. If a function requires clicking the right mouse button, the manual specifically states it.

1.5.1 Standard Conventions

Because Netscape Navigator,[™] Microsoft[®] Internet Explorer and the Windows operating environment all use a Graphical User Interface (GUI) to display information, moving from task to task in the CWA primarily requires mouse work. Click on colored and underlined words (links) to move to other more definitive pages, or on graphics (buttons) that confirm entry or move to a specific page. In some cases, the user must click in a text box to enter specific information. In other areas, the user clicks on a drop down list box that allows scrolling through a list of information from which to choose. A list of standard conventions follows:

Links

Web pages do not have page numbers as references to help users find specific information as printed books do. They have links that act as direct go-to functions. The module displays links as underlined blue text. To activate a link, position the pointer anywhere over the underlined text. Notice that the normal arrow-shaped pointer changes to a hand-shaped pointer, indicating an active link. Click on the text. When activated by a mouse click, the link accesses the address for the electronic page requested and displays it. Links change color when activated. In the module, they appear as underlined purple text to remind the user that the link has been previously selected. The change in color does not affect the function of the link – users can still activate it again by clicking on it. The change in color only serves as a reminder that the page displayed by the link has been viewed earlier. In this manual, links are nonfunctioning and appear as underlined, italics black text, such as *Member Information*.

**Web Page or
Screen
Names**

Web pages, also called screens, are distinctive parts of the module. Web page names identify the process to be used.

Buttons

Buttons are connections that, when activated, complete a function, e.g., submit or search. Buttons in the module appear as three-dimensional rectangles with text inside. To activate a button,

position the pointer over the text on the button and click once. Buttons are identified in this manual in brackets and bold type, such as **[Submit Request]**.

Text Boxes Use text boxes to enter limited information for a single field or to enter data for a search query. To enter data into text boxes, position the pointer over the text box and click. When the blinking cursor is displayed, type the data in the text box. If data is already in the field, click and drag the cursor to highlight the text and then type the new data. The new text replaces the previous information.

Drop Down List Box A drop down list box is a text box that provides a list of information from which to choose, such as a list of the months of the year. To use a drop down list, position the pointer over the arrow to the right of the box and click once. A list drops down or pops up from the box. Locate the desired item, position the pointer over that item, and click once. The box collapses and the selected data is displayed in the box. If the box contains more data than can be displayed on one screen, a scroll bar is displayed on the right side of the box. To move up or down the list, hold the mouse button down and drag the scroll bar handle in the appropriate direction. If the first letter of the item is known, click inside the drop down list box and type that letter. The system takes the user to the first item in the list that starts with that letter. Type the same letter again and the next item in the list is displayed in the box. For example, in a drop down list box for the month, type the letter "a" and April is displayed, type "a" again and August is displayed.

Radio Buttons Radio buttons are used when there can be more than one possible valid value but only one value can be selected. They appear as small circles to the left of the value title or name. To activate a radio button, position the pointer over the circle and click. When selected, a small black dot is displayed inside the circle. To deselect a radio button, follow the same procedure and the dot disappears from the circle.

Error During normal use, the module may display a JavaScript dialog box

Messages and Pages that indicates incorrect data has been entered. If an error box is displayed, return to the previous page by clicking **[OK]** in the dialog box.

Error pages identify specific problem(s) and recommend the user corrects the listed error(s). Error pages are generated whenever **[Continue]** or **[Submit Request]** are clicked and the module has determined that the data entered is incomplete or not in the correct format. If an error page is displayed, return to the previous page by clicking **[Back]** on the browser toolbar. (See Figures 1-1 and 1-2)

1.5.2 Internet Browser Pull-Down Menus

Users can find the pull-down menus when needed just above the browser Toolbars (Figures 1-1 and 1-2) on any page.

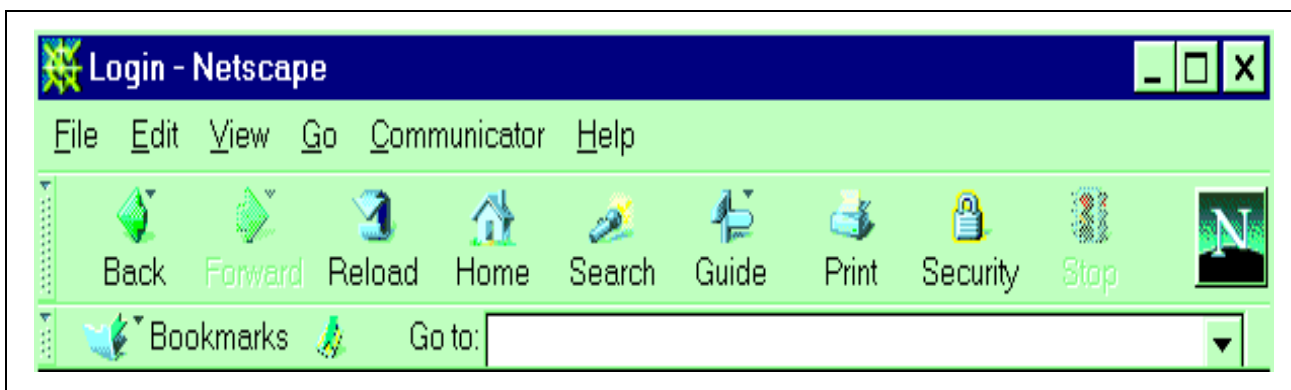


Figure 1-1 Netscape Toolbar

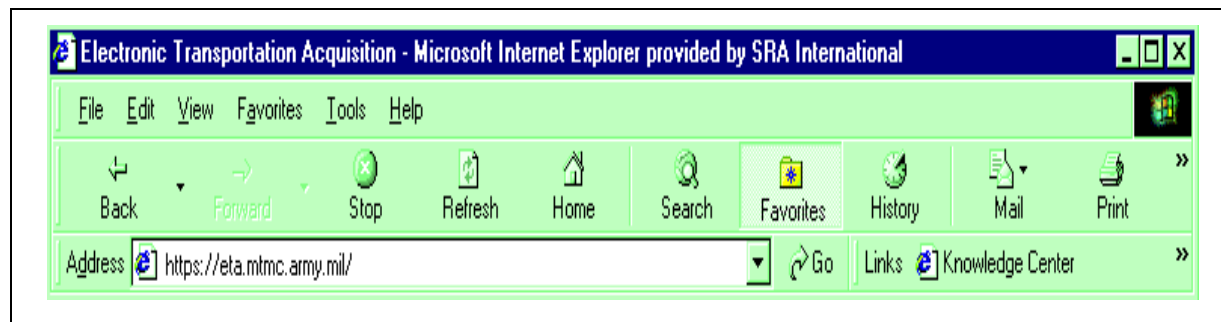


Figure 1-2 Internet Explorer Toolbar

To access the pull-down menu click on the menu name and a list drops down. Click on the desired selection. Arrow keys can be used to move to a selection or, in some cases, type the underlined letter of the selection (use lowercase); then press **[Enter]**.

To close a pull-down menu without selecting, click anywhere on the desktop or press **[Esc]**. Many of the Toolbar buttons are functions that also can be accessed through the pull-down menus.

For information on the browser's menu functions, and capabilities, please consult the browser's manual or use the Help/Contents function on the browser's Toolbar.

1.6 CWA LOGIN PROCESS

The following sections provide instructions for logging into the CWA.

1.6.1 ETA Registration

The first step in accessing the CWA is to request a User Name and Password through the SDDC-ETA web site. The URL for the server is <https://eta.mtmc.army.mil>. There are two options to access CWA: new user and existing ETA user.

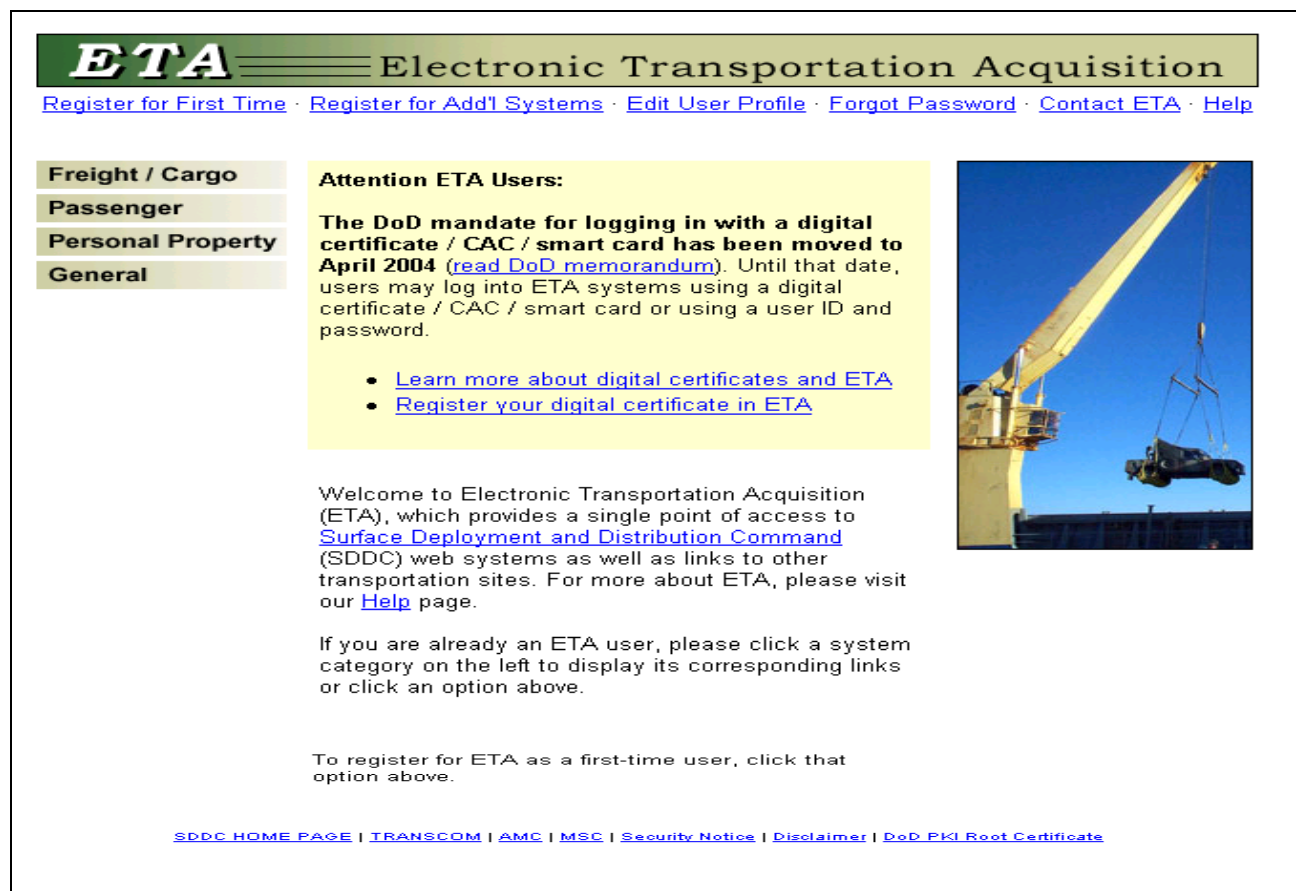


Figure 1-3 ETA —Electronic Transportation Acquisition Main Menu

1.6.1.1 New User Registration

If it is the first time a user is registering for an ETA User Name and Password, click on the [Register for First Time](#) link and the [New User Registration for ETA Page](#) is displayed (Figure 1-4).

ETA — Electronic Transportation Acquisition

STOP

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

Freight/Cargo				
Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	[Container] [v]	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	[Select Organization Type] [v]	Info
<input type="checkbox"/>	CARE II	IESS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module - DEV		
<input type="checkbox"/>	CARESGT	CARE II Service Module - SGT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module - TRAINING		
<input type="checkbox"/>	DDDI	DDC Container Inventory	[DDC Container Inventory User] [v]	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	[Select ESS Role] [v]	Info
<input type="checkbox"/>	GFM	Global Freight Management	[Select GFM Role] [v]	Info
<input type="checkbox"/>	GFMSSIM	GFM Training Simulator	[Select GFMSSIM Role] [v]	Info

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Shipping Label	[Select 2DMSL Role] [v]	Info
<input type="checkbox"/>	CWA	Central Web Application	[Select CWA Role] [v]	Info
<input type="checkbox"/>	OTO	One-Time Only System	[Select OTO Role] [v]	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	[Select PPQWEB Role] [v]	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	[Select PPQWEBDEV Role] [v]	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	[Select PPQWEBTEST Role] [v]	

General				
Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	[Select DATAD Role] [v]	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	[Select MEDSS Role] [v]	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	[Select MER Role] [v]	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		Info

Generate Request Form
Clear Selections
ETA Home

STOP

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

Figure 1-4 ETA Registration Page

Scroll down on either registration page until the "Personal Property" section is visible. Within this section is a line for CWA. Click in the check box to the left of "CWA" then select a role from the drop down list on the right. Once a role is selected for the system, click on **[Generate Request Form]**.

ETA Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.
- Your selected applications are: CWA

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	<input type="text" value="-- Select State --"/>
Country	*	<input type="text" value="UNITED STATES"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
SCAC		<input type="text"/>
GBLOC	*	<input type="text"/>
TP Multiple Code (ISA Sender ID)		<input type="text"/>
Service	*	<input type="text" value="Army"/>

Figure 1-5 ETA Application Screen

Complete all the fields on the registration application that are marked with an asterisk (*). Be sure to enter a valid email address because passwords are provided via email messages. Click on **[Submit Request]** when all information has been entered.

A pop-up window is displayed asking "Is this address correct: < email address >". If the information is correct, click on **[OK]**. If the information is incorrect, click on **[Cancel]**, make any needed corrections and resubmit the data.

After clicking **[OK]**, a page is displayed with a Request ID. This Request ID will become the user's ETA User ID upon approval. Make a note of the User ID that is listed on this page. Print a copy of the message if a paper copy is needed. **This page will not be accessible later.** A confirmation message containing the information on this page will be e-mailed. If the confirmation is not received, contact one of the ETA System Administrators.

1.6.1.2 Existing ETA User Registration

If the user has already registered on ETA for access to another system, click on the *Register for Add'l Systems* link, a pop-up window is displayed (Figure 1-6)

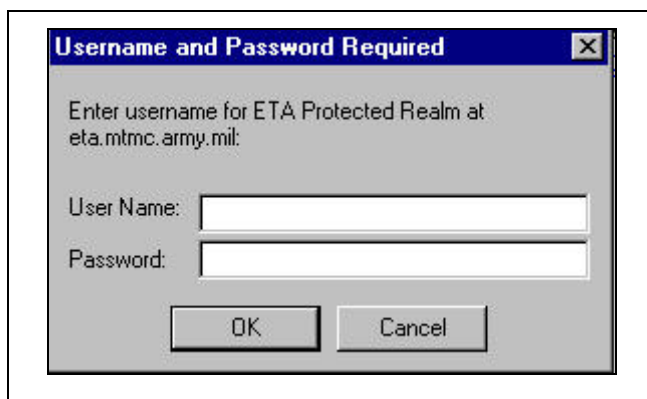


Figure 1-6 Username and Password Screen

Enter the ETA User Name and Password and click on **[OK]**, the *Register for Additional ETA Systems Page* is displayed (Figure 1-7).

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: CWA

Freight/Cargo				
Check	System	Description	Roles	Info
<input type="checkbox"/>	AMS	Asset Management System	<input type="text" value="Container"/>	Info
<input type="checkbox"/>	CAB	Cargo and Billing System	<input type="text" value="-- Select Organization Type --"/>	Info
<input type="checkbox"/>	CARE II	ISS Carrier Analysis and Rate Evaluation		Info
<input type="checkbox"/>	CAREDEV	CARE II Service Module -- DEV		
<input type="checkbox"/>	CARESQT	CARE II Service Module -- SQT		
<input type="checkbox"/>	CARETRAIN	CARE II Service Module -- TRAIN		
<input type="checkbox"/>	DODI	DOD Container Inventory	<input type="text" value="-- DOD Container Inventory User --"/>	Info
<input type="checkbox"/>	ESS	Electronic Shipper System	<input type="text" value="-- Select ESS Role --"/>	Info
<input type="checkbox"/>	GFM	Global Freight Management	<input type="text" value="-- Select GFM Role --"/>	Info
<input type="checkbox"/>	GFMSIM	GFM Training Simulator	<input type="text" value="-- Select GFMSIM Role --"/>	Info

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	<input type="text" value="-- Select 2DMSL Role --"/>	Info
<input type="checkbox"/>	CWA	Central Web Application	<input type="text" value="-- Select CWA Role --"/>	Info
<input type="checkbox"/>	OTO	One-Time Only System	<input type="text" value="-- Select OTO Role --"/>	Info
<input type="checkbox"/>	PPCIG	Personal Property Consignment Information Guide Online		
<input type="checkbox"/>	PPQWEB	Personal Property Carrier Qualification	<input type="text" value="-- Select PPQWEB Role --"/>	Info
<input type="checkbox"/>	PPQWEBDEV	Personal Property Carrier Qualification DEV	<input type="text" value="-- Select PPQWEBDEV Role --"/>	
<input type="checkbox"/>	PPQWEBTEST	Personal Property Carrier Qualification TEST	<input type="text" value="-- Select PPQWEBTEST Role --"/>	

General				
Check	System	Description	Roles	Info
<input type="checkbox"/>	DATAD	MTMC Data Dictionary	<input type="text" value="-- Select DATAD Role --"/>	Info
<input type="checkbox"/>	MEDSS	MTMC Enterprise Decision Support System	<input type="text" value="-- Select MEDSS Role --"/>	Info
<input type="checkbox"/>	MER	MTMC Enterprise Repository	<input type="text" value="-- Select MER Role --"/>	Info
<input type="checkbox"/>	PDIB	Ports and Deploying Installation Books		Info

Figure 1-7 Additional Registration Screen

1.6.1.3 Password Updates

In accordance with SDDC security requirements, passwords will be updated on a regular basis. However, users can request a password update at anytime through the *ETA Main Menu* page

(Figure 1-3) by clicking on the Forgot Password link. Users must enter their User ID and click on **[Submit]**. Users will receive a new password via email.

1.6.1.4 E-mail Address Updates

In accordance with SDDC security requirements, users must have a current email address. If the email address has changed since the initial registration, the user must update the information through the ETA web site. The URL for the server is <https://eta.mtmc.army.mil>. Click on the Edit User Profile link, located at the top of the screen (See Figure 1-3). Enter the appropriate user id and password (note that this may not be necessary if the user is currently logged into the module.) The *ETA User Update* screen will be displayed. This is similar to Figure 1-5. Scroll down to the bottom of the screen to view the "Email Address" field. Update the email address as appropriate by clicking and dragging in the text box to highlight the incorrect text and type in the correct information. Click on **[Save Changes]** to save the change.

1.6.2 CWA Login

To access CWA, use the *ETA Main Page*. Enter the URL for the ETA Server. When the *ETA Main Page* is displayed, click on the Personal Property link. A set of links concerning Personal Property issues will be displayed. Click on the CWA link. This link will open a small window requesting the user's User Name and Password, (Figure 1-8). Enter the appropriate User Name and Password then click on **[OK]**. The Internet browser opens another window and the first page of the CWA is displayed. The role selected when the user registered, will determine access to any CWA functions defined by that role.

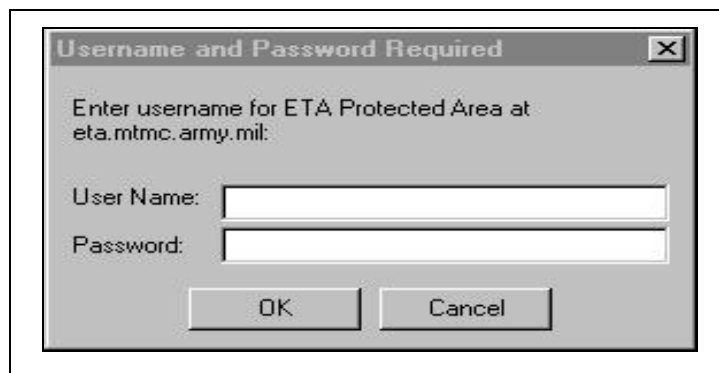


Figure 1-8 Network Password

1.6.3 MTMC Point of Contact

Surface Deployment and Distribution Command

200 Stovall Street

SDG6-AP

Alexandria, Virginia 22332

Cedric Jasmin: (703) 428-2237

George Thomas: (703) 428-3037

DSN: 328

FAX: (703) 428-3390

1.6.4 Exiting CWA

Users can exit CWA from anywhere in the system. In the upper right-hand corner of the browser Titlebar, there are three boxes (refer to Figures 1-1 and 1-2). Click on the [X]. The outer browser window closes and the session is closed. Users can also choose File on the browser pull-down menu scroll down to and click Exit. Either of these methods ends the user's session.

SECTION 2 CWA

2.1 CWA MAIN SCREEN

Once you have gone through the ETA system and entered your user id and password for the CWA , the *CWA Main Page* screen (Figure 2-1) is displayed.

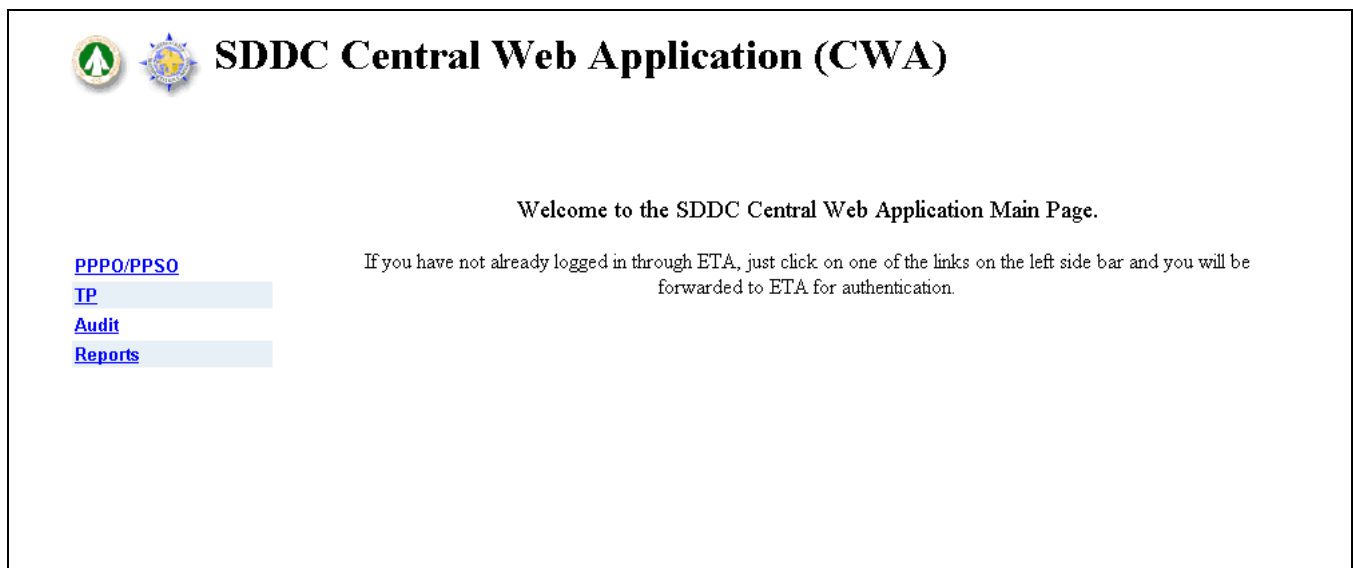


Figure 2-1 CWA Main Screen

2.1.1 Closing CWA

To exit the system, click on **[Close]**. If a pop-up window is displayed, click on **[OK]** to confirm that you want to exit the system. The browser window will close and you will be logged out of the system.

2.1.2 Error Messages

If a pop-up window error message is displayed, follow the instructions listed to correct the error.

2.3 TP SCREENS

2.3.1 Log in as a TP

The user will click on the link TP from the CWA Main Page menu on the left side of the screen to view TP Main Page.

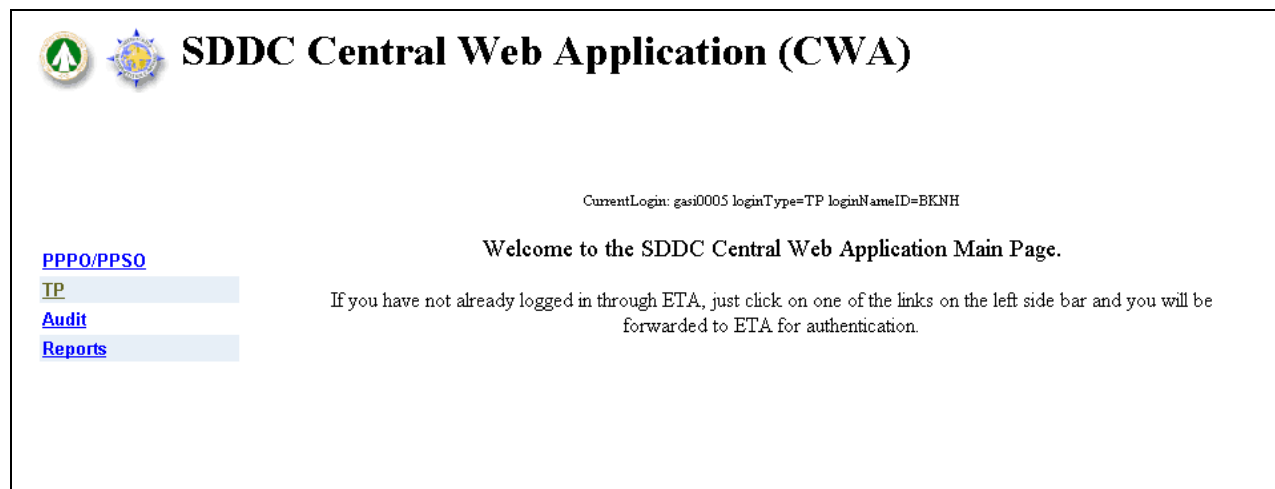


Figure 2-2 TP Multiple Screen

2.3.2 Log in as a TP Multiple

The user will click on the link TP from the CWA Main Page menu on the left side of the screen to view TP Multiple Main Page.

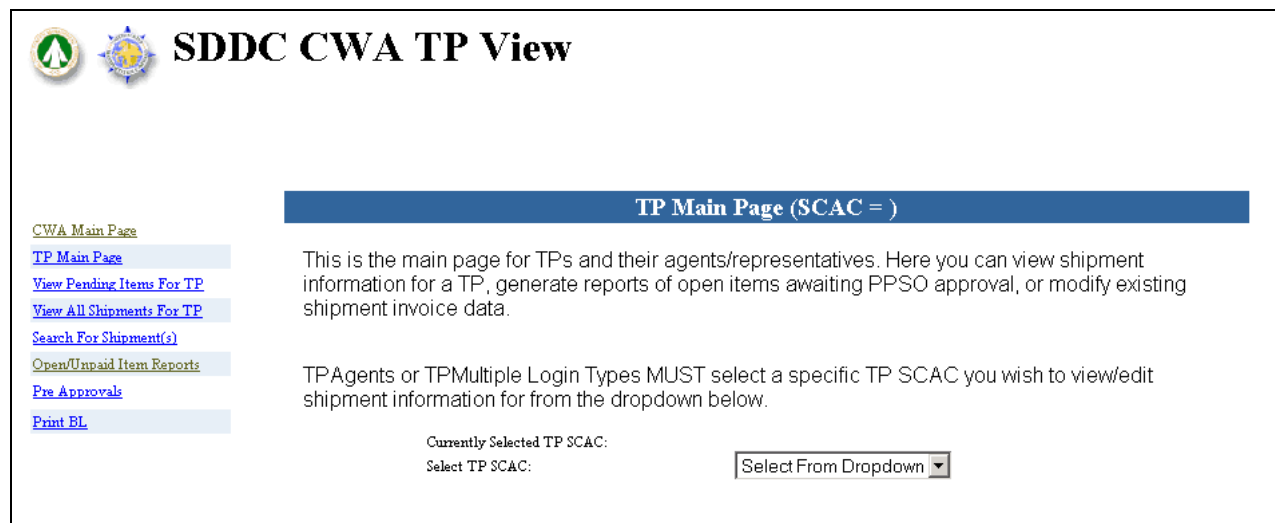


Figure 2-3 TP Multiple Login Screen

2.3.3 Select a specific TP

Select a specific TP from the dropdown window to view/edit shipment information.

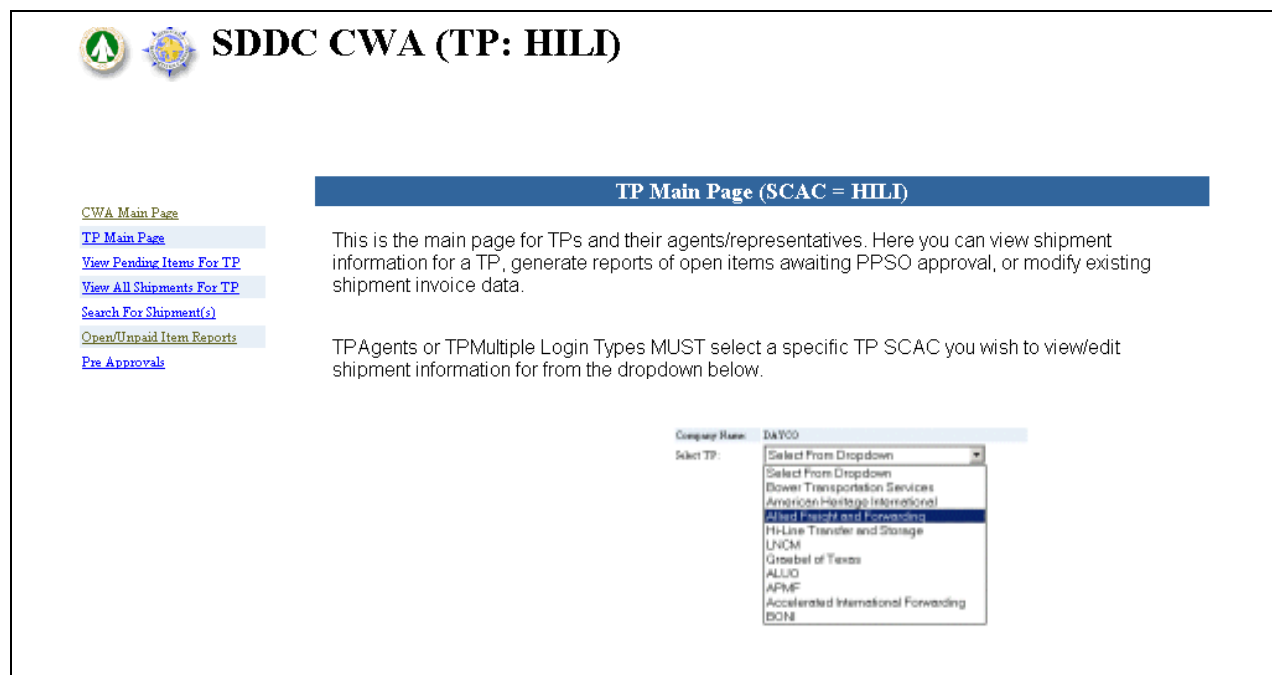


Figure 2-4 TP Dropdown Window Screen

2.3.4 View Pending Items for TP

Click on the link [View Pending Items for TP](#) to view pending items for TP. This link provides two options: View Items and Edit Items.

SDDC CWA (TP: HILI)

Pending Items For TP


The table below lists all shipments for TP SCAC HILI that have items that either require approval (status pending or updated) or have been rejected by the PPSO (status disputed or denied), and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Oldest Open Item	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-264718	47 days	991-04-1886	RIVETT, JEFFREY M	1203G83PRA5MR	JENQ	ALNT
		ZY-184064	47 days	540-04-5968	NEWMAN, NATHANIEL C	139-0006	HAAE	JEAT
		ZY-025484	47 days	087-54-6048	HAMEL, CHRISTOPHER R	8411	AGFM	KDML
		ZY-101381	47 days	256-90-1422	GRIBBLE, DAVID E	S3C	LKNQ	HBNL
		ZY-169402	47 days	357-78-9396	MEYER, JOSHUA G	AD-13677	GKFL	MBFL
		ZY-101827	47 days	407-06-7331	NAFF, ERIC PETER	0983	LKNQ	HBNT
		ZY-102148	47 days	100-38-9925	OLAISEN, ARLENE	0523	LKNQ	CANQ
		ZY-266164	47 days	517-74-3592	FIREMOON, VINCENT R	132014MAY03	JENQ	LFMT
		ZY-266190	47 days	265-47-0520	WALKER, MICHAEL H	1203G83PSC443	JENQ	CLPK

Figure 2-5 View Pending Items Screen

2.3.4.1 View Items

Click on the link [View Items](#) to view shipment services and charges. This a read-only option.



SDDC CWA (TP: HIL)

[CWA Main Page](#)

[TP Main Page](#)

[View Pending Items For TP](#)

[View All Shipments For TP](#)

[Search For Shipment\(s\)](#)

[Open/Unpaid Item Reports](#)

[Pre Approval](#)

[Print EL](#)

Shipment Services and Charges					
BL Number:	ZY-264718	Customer Name:	RIVETT, JEFFREY M	TP SCAC:	HIL
<input type="checkbox"/> TP Shipment Note <input type="checkbox"/> PPSO Shipment Note					
Location	LocationCode	City	State	County	Country
shipment authorized pickup address	PW	SEATTLE	WA	KING	US
shipment service point	77	BRADFORD	RI	WASHINGTON	US
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US
primary delivery location	ST	NEWPORT	RI	NEWPORT	US
primary pickup location	SF	SEATTLE	WA	KING	US
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US
Invoice Number: 23120B					

Figure 2-6 View Items Screen

Shipment Services and Charges										
BL Number:	ZY-645662	Customer Name:	FLEMING, DONALD L	TP SCAC:	AALF					
<input type="checkbox"/> TP Shipment Note <input type="checkbox"/> PPSO Shipment Note										
Location	LocationCode	City	State	County	Country					
shipment service point	77	HORSEHEADS	NY	CHEMUNG	US					
primary delivery location	ST	HORSEHEADS	NY	CHEMUNG	US					
primary pickup location	SF	COLUMBIA	MD	HOWARD	US					
destination sit	WD	HORSEHEADS	NY	CHEMUNG	US					

Linehaul Charges (Invoice Number IVV242213)											
Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	LHS	Line Haul Charge	154.6 (160)	Reweigh Wt: -- Reweigh Dt: --	256	2209.68				1	\$1

Invoice Number: IVV242213A										
Other Services/Charges										
Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	155A	Addtl Trans Chg	77	WEIGHT 160	71.28				3	\$3
PENDING	431A	One Percent Service Charge (Domestic)	N/A	QUANTITY 1	23.48				4	\$4
APPROVED	405A	Fuel Surcharge-LHS	N/A	FLAT RATE 1	44.19				2	\$2


Invoice Number: IVV242213A										
Accessorial Services/Charges										
Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	154A	NonTemp Inspection	N/A	WEIGHT 154.6	386.5				1	\$1

Other Services/Charges										
Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
PENDING	431A	One Percent Service Charge (Domestic)	N/A	QUANTITY 1	3.9				2	\$2

Figure 2-7 View Items Full Screen

2.3.4.2 Edit Items

Click on the link [Edit Items](#) to edit shipment services and charges. This is an option to make changes. TP will use this screen to correct invoice line item quantities, locations (zip codes) and cost values as well as add TP notes.



SDDC CWA (TP: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges					
BL Number:	ZY-264718	Customer Name:	RIVETT, JEFFREY M	TP SCAC:	HILI
TP Shipment Note			PPSO Shipment Note		
Location	Location Code	City	State	County	Country
shipment authorized pickup address	PW	SEATTLE	WA	KING	US
shipment service point	77	BRADFORD	RI	WASHINGTON	US
shipment authorized delivery address	DA	NEWPORT	RI	NEWPORT	US
primary delivery location	ST	NEWPORT	RI	NEWPORT	US
primary pickup location	SF	SEATTLE	WA	KING	US
destination sit	WD	EAST PROVIDENCE	RI	PROVIDENCE	US

Invoice Number: 23120B

SIT Services/Charges

Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO PowerTrack Notes	Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	145A	SIT 1st Day	WD	WEIGHT 22	26.18				1	PTIDX1

Figure 2-8 Edit Items Screen

FOR TRAINING PURPOSES ONLY

Shipment Services and Charges										
BL Number:	ZY-645662		Customer Name:	FLEMING, DONALD L		TP SCAC:	AALF			
TP Shipment Note					PPSO Shipment Note					
Location	LocationCode	City	State	County	Country					
shipment service point	77	HORSEHEADS	NY	CHEMUNG	US					
primary delivery location	ST	HORSEHEADS	NY	CHEMUNG	US					
primary pickup location	SF	COLUMBIA	MD	HOWARD	US					
destination sit	WD	HORSEHEADS	NY	CHEMUNG	US					

Linehaul Charges (Invoice Number IVV242213)												
Edit	Approval Status	Item Code	Description	Net Weight (Billed Weight)	Reweigh Locations	Miles	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	LHS	Line Haul Charge	154.6 (160)	Reweigh Wt: - Dt: --	256	2209.68				1	\$1

Invoice Number: IVV242213											
Other Services/Charges											
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	155A	Addtl Trans Chg		WEIGHT 160	71.28				3	\$3
<input type="checkbox"/>	PENDING	431A	One Percent Service Charge (Domestic)	N/A	QUANTITY 1	23.48				4	\$4
<input type="checkbox"/>	APPROVED	405A	Fuel Surcharge-LHS	N/A	FLAT RATE 1	44.19				2	\$2

Invoice Number: IVV242213A											
Accessorial Services/Charges											
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	154A	NonTemp Inspection	N/A	WEIGHT 154.6	386.5				1	\$1

Accessorial Services/Charges											
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	113J	Bulky Article: Jet Skis		QUANTITY 1	61.86				1	\$1

Other Services/Charges											
Edit	Approval Status	Item Code	Description	Location(s)	Units - Quantities	Invoice Amount	TP Notes	PPSO Notes	PowerTrack Sent Date	859LXNumber	859IDCNumber
<input type="checkbox"/>	PENDING	431A	One Percent Service Charge (Domestic)	N/A	QUANTITY 1	0.62				2	\$2

Submit Edit

Figure 2-9 Edit Items Full Screen

2.3.4.3 Shipment Authorized Pickup Address (WD)

Example: Click on WD—Shipment Service Location Information. Enter new zip code, select new rate area from the dropdown window and hit the **[Submit Edit]** button.

Note: For complete list of shipping address types see Appendix C.

The screenshot shows a web form titled "Shipment Service Location Information". It contains several fields and a button:

Location Type:	SHIPMENT DESTINATION SIT ADDRESS (WD)
Location Information Source (TOPS/TP):	TP INVOICE
City:	WEST WARWICK
County:	KENT
State:	RI
Country:	US
Enter New Zip Code:	<input type="text" value="02893"/>
Current Rate Area:	
Select New Rate Area:	<input type="text" value="Select From Dropdown"/>

At the bottom left of the form is a button labeled "Submit Edit".

Figure 2-10 WD Screen

2.3.4.4 TP Note

Example: Click on the link TP Note to view/edit the information provided by TP.

Item Code: LHS (Line Haul Charge)

To change the current note, enter the new text in the box below and click **[Submit]**.

The screenshot shows a web form titled "Item Code: LHS (Line Haul Charge)". It contains a text area for entering a note and a button:

Enter the note in the field below and click submit.

At the bottom left of the form is a button labeled "Submit Note".

Figure 2-11 TP Note Screen

2.3.5 View All Shipments for TP

Click on the link [View All Shipments for TP](#) to view shipments. This link provides three view options: BL, Payment Status, and Shipment Status. Items below are listed by BL number, by default.

SDDC CWA (TP: HILI)

[CWA Main Page](#)

[TP Main Page](#)

[View Pending Items For TP](#)

[View All Shipments For TP](#)

[Search For Shipment\(s\)](#)

[Open/Unpaid Item Reports](#)

[Pre Approvals](#)

[Print BL](#)

All Shipments for TP

[View by BL](#)
[View by payment status](#)
[View by shipment status](#)

The table below lists all shipments for TP SCAC HILI.

View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-008296	356-54-3157	ZIMMERMAN, JOHN D	1673	CNNQ	BGAC
		ZY-008389	111-42-8092	BLACK, JAY A	3222	CNNQ	BGNC
		ZY-024798	564-73-8581	LOPEZ, STEVEN A	4650/22	AGFM	HBNL
		ZY-025484	087-54-6048	HAMEL, CHRISTOPHER R	8411	AGFM	KDML
		ZY-098383	450-47-7223	ADAMIAN, SEVAK	3372	LKNQ	JENQ
		ZY-098423	554-65-4658	ACUNA, ENRIQUE	0083	LKNQ	JENQ
		ZY-098458	548-73-9444	GRENOT, ELIJAH D	0063	LKNQ	JENQ
		ZY-100541	543-94-1362	DAVIDSON III, CAROL K	3302	LKNQ	GLNT
		ZY-100573	029-44-6183	CONTI, JAMES E	RET	LKNQ	CNNQ
		ZY-101381	256-90-1422	GRIBBLE, DAVID E	S3C	LKNQ	HBNL
		ZY-101827	407-06-7331	NAFF, ERIC PETER	0983	LKNQ	HBNT
		ZY-102148	100-38-9925	OLAISEN, ARLENE	0523	LKNQ	CANQ
		ZY-102151	575-04-3160	SAGISI, LOUIE G	1321 1	LKNQ	BGAC

Figure 2-12 View All Shipments for TP Screen

2.3.5.1 View By Payment Status

Example: Click on the link [View By Payment Status](#) to view items listed by payment status.

SDDC CWA (TP: HILI)

[CWA Main Page](#)

[TP Main Page](#)

[View Pending Items For TP](#)

[View All Shipments For TP](#)

[Search For Shipment\(s\)](#)

[Open/Unpaid Item Reports](#)

[Pre Approvals](#)

[Print BL](#)

All Shipments for TP By Payment Status

[View by BL](#)
[View by payment status](#)
[View by shipment status](#)

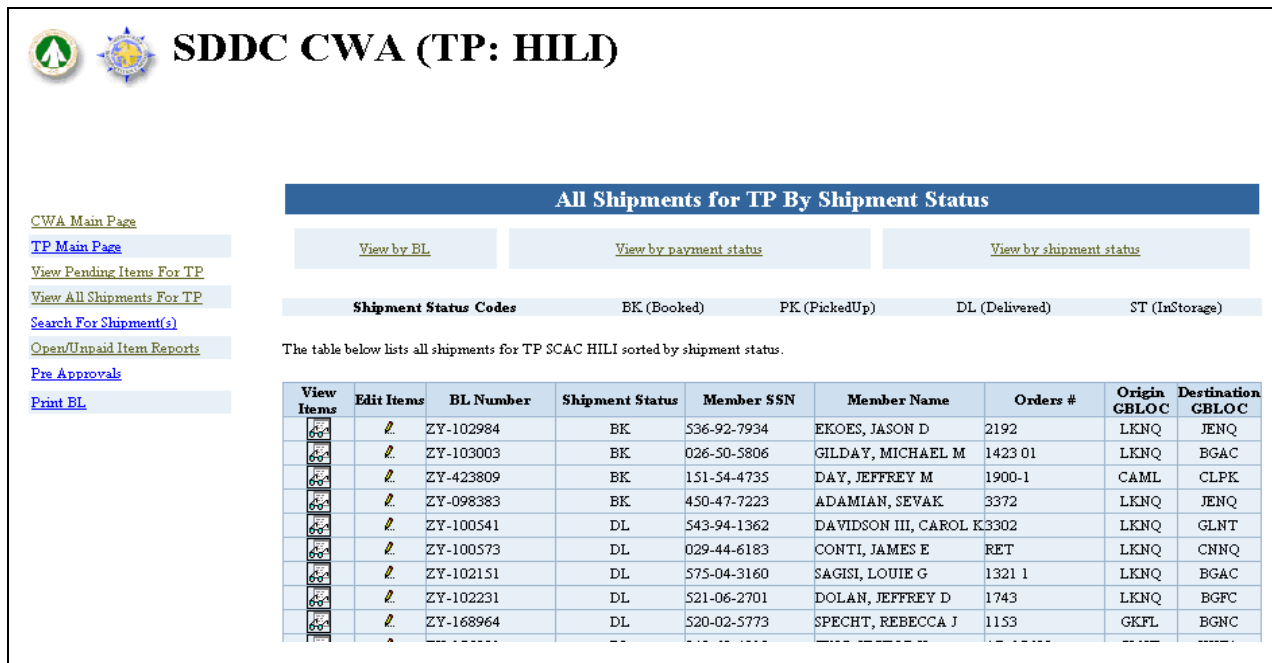
The table below lists all shipments for TP SCAC HILI sorted by payment status.

View Items	Edit Items	BL Number	Payment Status	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-100541	open	543-94-1362	DAVIDSON III, CAROL K	3302	LKNQ	GLNT
		ZY-100573	open	029-44-6183	CONTI, JAMES E	RET	LKNQ	CNNQ
		ZY-102151	open	575-04-3160	SAGISI, LOUIE G	1321 1	LKNQ	BGAC
		ZY-102231	open	521-06-2701	DOLAN, JEFFREY D	1743	LKNQ	BGFC
		ZY-168964	open	520-02-5773	SPECHT, REBECCA J	1153	GKFL	BGNC
		ZY-169263	open	464-59-0835	RAMIREZ, ADALBERTO M	AA 725	GKFL	HAPC
		ZY-169402	open	357-78-9396	MEYER, JOSHUA G	AD-13677	GKFL	MBFL
		ZY-169565	open	007-54-6555	EIDAL, ELIZABETH A	AB-0657	GKFL	JNFL

Figure 2-13 View By Payment Status Screen

2.3.5.2 View By Shipment Status

Example: Click on the link [View By Shipment Status](#) to view items listed by shipment status.



SDDC CWA (TP: HILI)

All Shipments for TP By Shipment Status

[View by BL](#)
[View by payment status](#)
[View by shipment status](#)

Shipment Status Codes
BK (Booked)
PK (PickedUp)
DL (Delivered)
ST (InStorage)

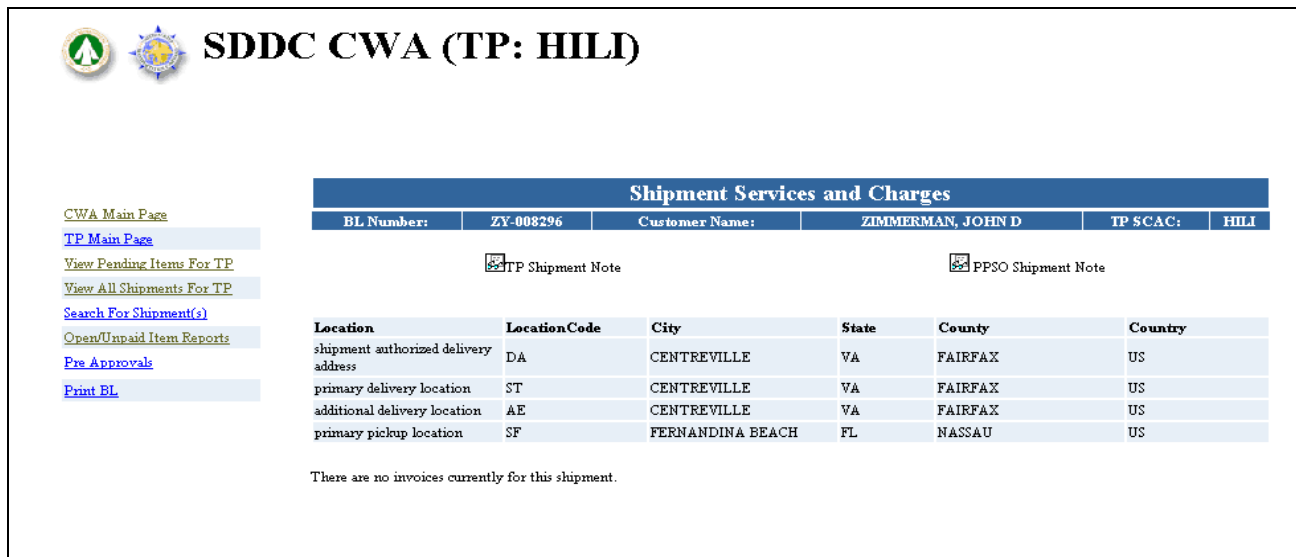
The table below lists all shipments for TP SCAC HILI sorted by shipment status.

View Items	Edit Items	BL Number	Shipment Status	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-102984	BK	536-92-7934	EKOES, JASON D	2192	LKNQ	JENQ
		ZY-103003	BK	026-50-5806	GILDAY, MICHAEL M	1423 01	LKNQ	BGAC
		ZY-423809	BK	151-54-4735	DAY, JEFFREY M	1900-1	CAML	CLPK
		ZY-098383	BK	450-47-7223	ADAMIAN, SEVAK	3372	LKNQ	JENQ
		ZY-100541	DL	543-94-1362	DAVIDSON III, CAROL K	3302	LKNQ	GLNT
		ZY-100573	DL	029-44-6183	CONTI, JAMES E	RET	LKNQ	CNNQ
		ZY-102151	DL	575-04-3160	SAGISI, LOUIE G	1321 1	LKNQ	BGAC
		ZY-102231	DL	521-06-2701	DOLAN, JEFFREY D	1743	LKNQ	BGFC
		ZY-168964	DL	520-02-5773	SPECHT, REBECCA J	1153	GKFL	BGNC

Figure 2-14 View By Shipment Status Screen

2.3.5.3 View Items

Click on the link [View Items](#) to view services and charges. This is a read-only option.



SDDC CWA (TP: HILI)

Shipment Services and Charges

BL Number: ZY-008296
Customer Name: ZIMMERMAN, JOHN D
TP SCAC: HILI

☒ TP Shipment Note
☐ PPSO Shipment Note

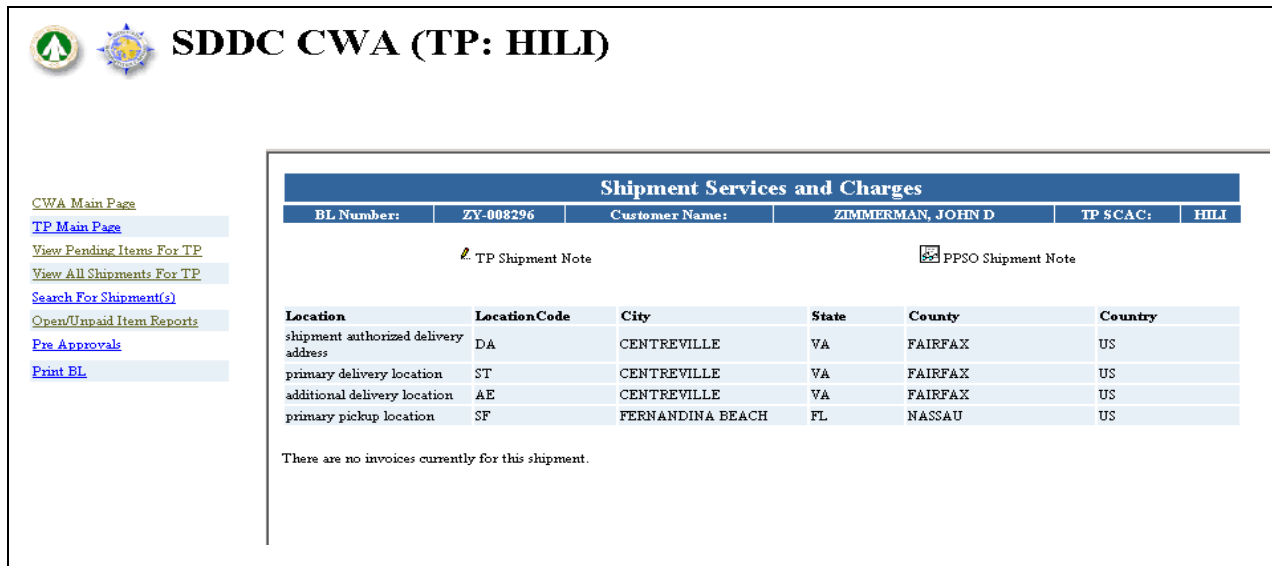
Location	Location Code	City	State	County	Country
shipment authorized delivery address	DA	CENTREVILLE	VA	FAIRFAX	US
primary delivery location	ST	CENTREVILLE	VA	FAIRFAX	US
additional delivery location	AE	CENTREVILLE	VA	FAIRFAX	US
primary pickup location	SF	FERNANDINA BEACH	FL	NASSAU	US

There are no invoices currently for this shipment.

Figure 2-15 View Item Screen

2.3.5.4 Edit Items

Example: Click on the link [Edit Items](#) to edit services and charges.



SDDC CWA (TP: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Shipment Services and Charges

BL Number:	ZY-008296	Customer Name:	ZIMMERMAN, JOHN D	TP SCAC:	HILI
------------	-----------	----------------	-------------------	----------	------

TP Shipment Note PPSO Shipment Note

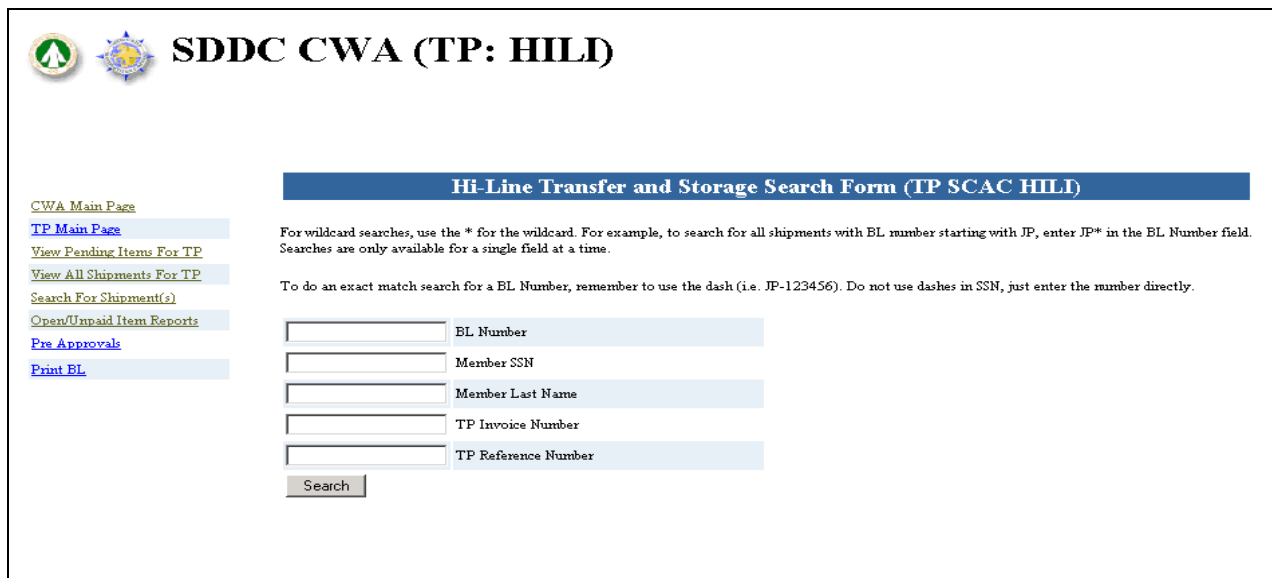
Location	Location Code	City	State	County	Country
shipment authorized delivery address	DA	CENTREVILLE	VA	FAIRFAX	US
primary delivery location	ST	CENTREVILLE	VA	FAIRFAX	US
additional delivery location	AE	CENTREVILLE	VA	FAIRFAX	US
primary pickup location	SF	FERNANDINA BEACH	FL	NASSAU	US

There are no invoices currently for this shipment.

Figure 2- 16 Edit Items Screen

2.3.6 Search for Shipments

Click on the link [Search for Shipments](#). This link provides five search options: BL Number, Customer SSN, Customer Last Name, TP Invoice Number, and TP Reference Number.



SDDC CWA (TP: HILI)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Hi-Line Transfer and Storage Search Form (TP SCAC HILI)

For wildcard searches, use the * for the wildcard. For example, to search for all shipments with BL number starting with JP, enter JP* in the BL Number field. Searches are only available for a single field at a time.

To do an exact match search for a BL Number, remember to use the dash (i.e. JP-123456). Do not use dashes in SSN, just enter the number directly.

<input type="text"/>	BL Number
<input type="text"/>	Member SSN
<input type="text"/>	Member Last Name
<input type="text"/>	TP Invoice Number
<input type="text"/>	TP Reference Number

Figure 2-17 Search for Shipments Screen

2.3.6.1 Search by BL Number

Example: Enter BL Number and click **[Search]**. This link provides two options: View Items and Edit Items.

The screenshot shows the SDDC CWA (TP: HILI) interface. On the left is a navigation menu with links: CWA Main Page, TP Main Page, View Pending Items For TP, View All Shipments For TP, Search For Shipment(s), Open/Unpaid Item Reports, and Pre Approvals. The main content area has a blue header bar that reads "Search Results for Search by BL number = ZY-264718 (SCAC = HILI)". Below this is a table with 8 columns: View Items, Edit Items, BL Number, Member SSN, Member Name, Orders #, Origin GBLOC, and Destination GBLOC. The table contains one row of data for BL Number ZY-264718, Member SSN 991-04-1886, Member Name RIVETT, JEFFREY M, Orders # 1203G83PRA5MR, Origin GBLOC JENQ, and Destination GBLOC ALNT.

View Items	Edit Items	BL Number	Member SSN	Member Name	Orders #	Origin GBLOC	Destination GBLOC
		ZY-264718	991-04-1886	RIVETT, JEFFREY M	1203G83PRA5MR	JENQ	ALNT

Figure 2-18 Search Results by BL Number Screen

2.3.7 Open/Unpaid Item Reports

Click on the link Open/Unpaid Item Reports from the main menu on the left side to view the reports page..

The screenshot shows the SDDC CWA Reports (TP SCAC: HILI) interface. On the left is a navigation menu with links: CWA Main Page, TP Main Page, View Open Items, View Unpaid Items, and TPMultiple Reports. The main content area has a blue header bar that reads "TP Open/Unpaid Items Report Main Page". Below this is a text block that says "This is the main page for the TPs and their agents/representatives to view open/unpaid item approval reports. Use the links on the left to select the report desired." and another text block that says "If your login type is TP Agent or TPMultiple, use the dropdown to select the TP SCAC you wish to view the reports for." Below the text is a form with a label "Currently Selected TP SCAC:" and a value "HILI". Below that is a label "Select TP SCAC:" and a dropdown menu with the text "Select From Dropdown" and a downward arrow.

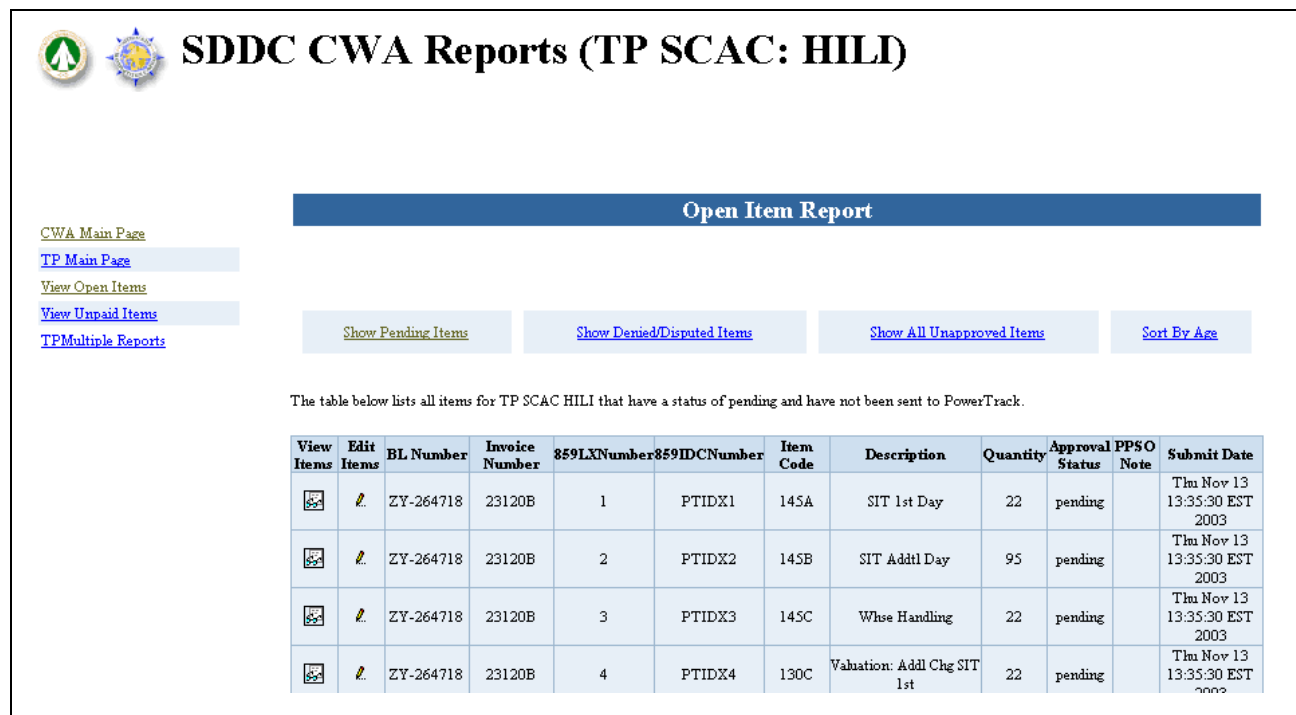
Currently Selected TP SCAC: HILI

Select TP SCAC:

Figure 2-19 Open/Unpaid Item Reports Screen

2.3.7.1 View Open Items

Click on the link [View Open Items](#) to view open items. This link provides four view options: Show Pending Items (displayed by default), Show Denied/Disputed Items, Show All Unapproved Items, and Sort by Age.



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

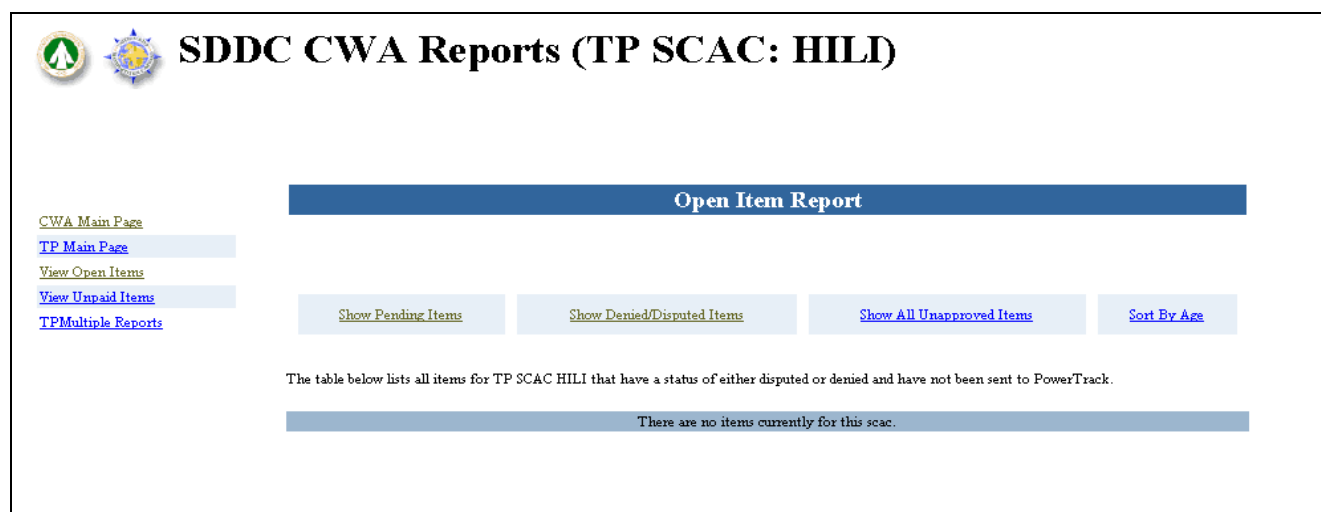
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that have a status of pending and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	130C	Valuation: Addl Chg SIT 1st	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-20 View Open Items Screen

Example 1: Show Denied/Disputed Items



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

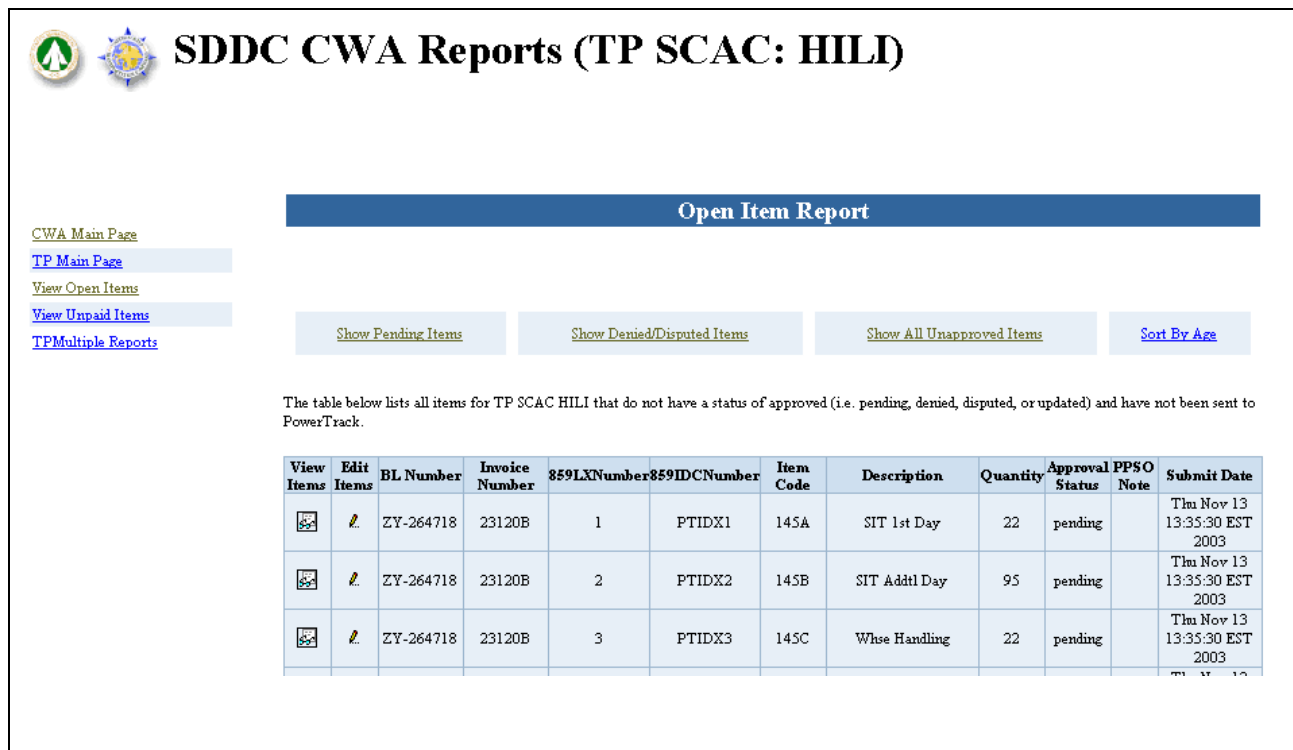
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that have a status of either disputed or denied and have not been sent to PowerTrack.

There are no items currently for this scac.

Figure 2-21 Show Denied/Disputed Items Screen

Example 2: Show All Unapproved Items



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

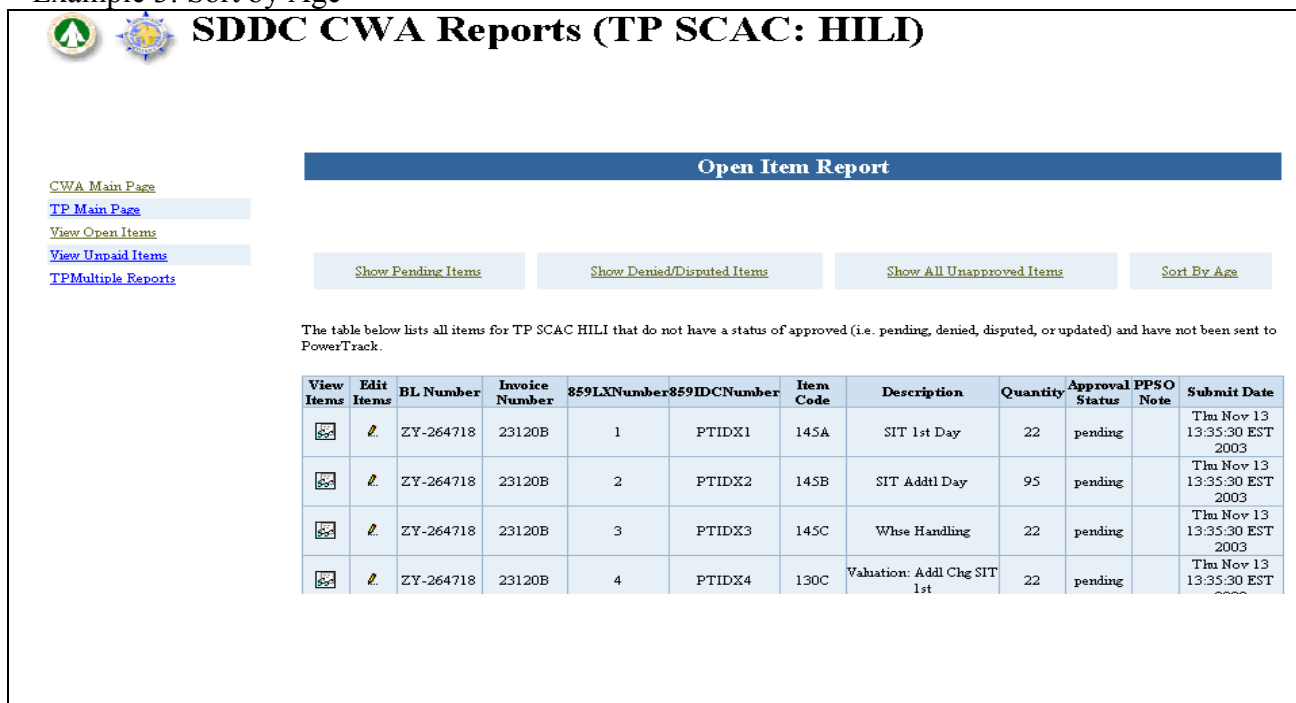
[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

The table below lists all items for TP SCAC HILI that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-22 Show All Unapproved Items Screen

Example 3: Sort by Age



SDDC CWA Reports (TP SCAC: HILI)

Open Item Report

[CWA Main Page](#)
[TP Main Page](#)
[View Open Items](#)
[View Unpaid Items](#)
[TP Multiple Reports](#)

[Show Pending Items](#)
[Show Denied/Disputed Items](#)
[Show All Unapproved Items](#)
[Sort By Age](#)

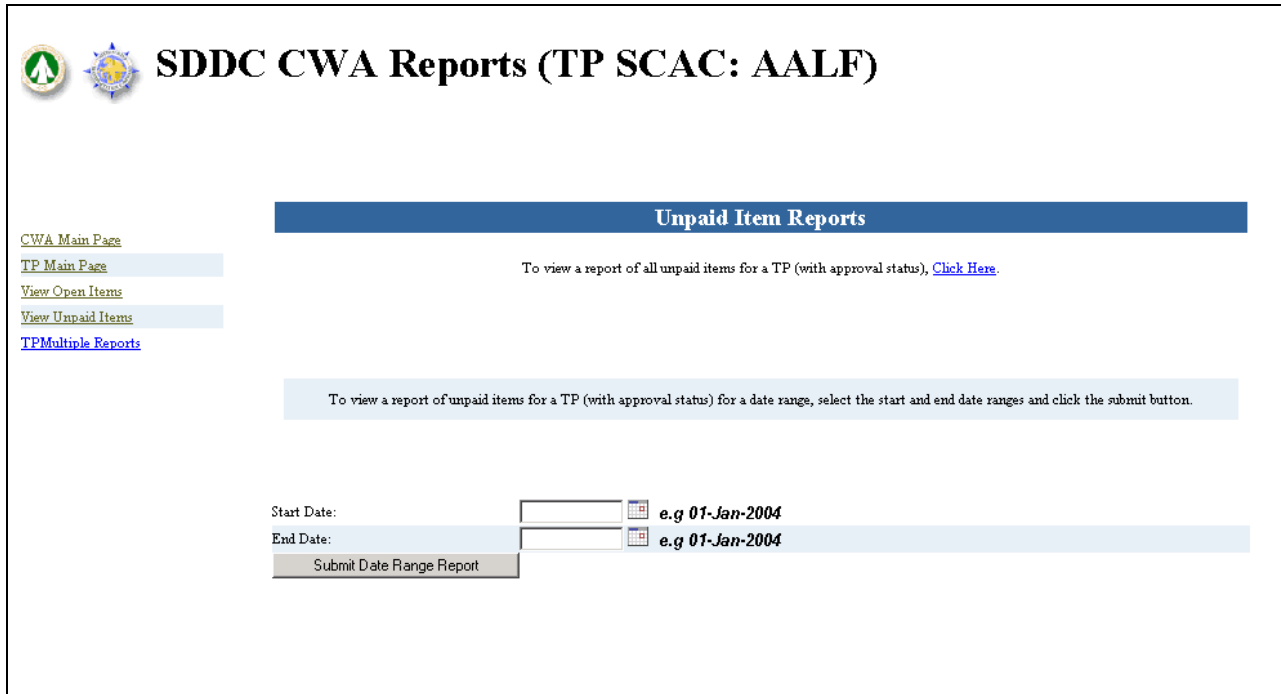
The table below lists all items for TP SCAC HILI that do not have a status of approved (i.e. pending, denied, disputed, or updated) and have not been sent to PowerTrack.

View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	130C	Vahuation: Addl Chg SIT 1st	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-23 Sort by Age Screen

2.3.7.2 View Unpaid Items

Click on the link [View Unpaid Items](#) to view unpaid items. Enter start date, end date and hit the [Submit Date Range Report] button.




SDDC CWA Reports (TP SCAC: AALF)

Unpaid Item Reports

To view a report of all unpaid items for a TP (with approval status), [Click Here](#).

To view a report of unpaid items for a TP (with approval status) for a date range, select the start and end date ranges and click the submit button.

Start Date:  e.g 01-Jan-2004


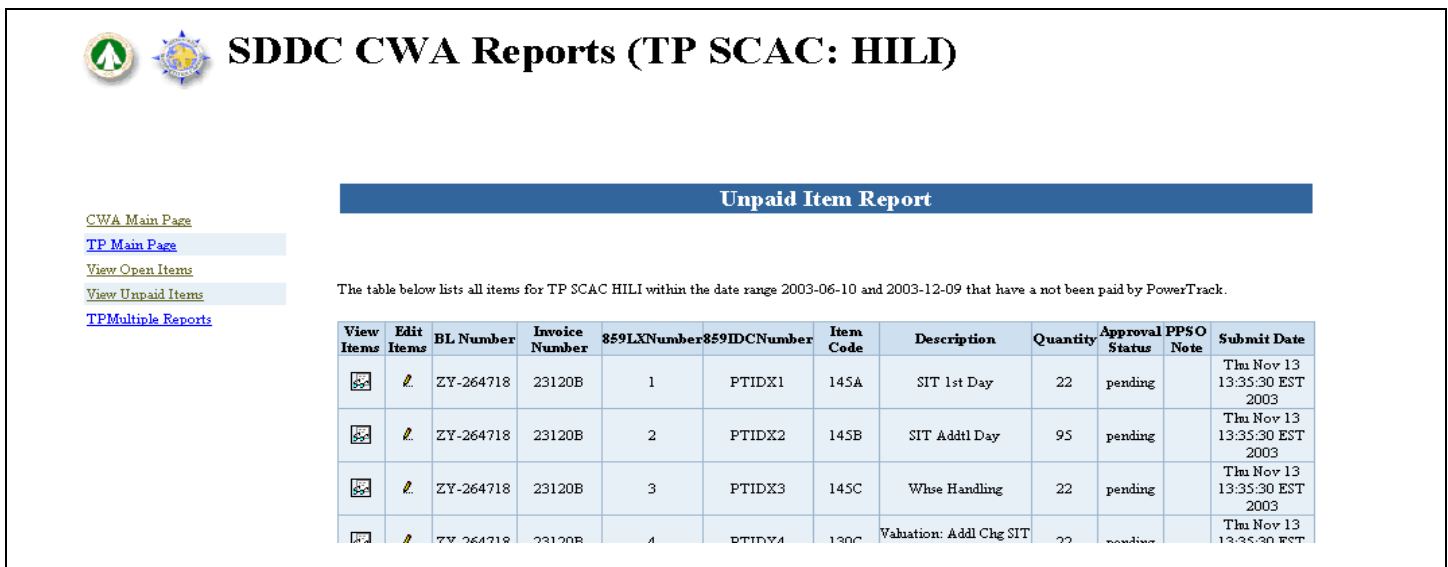
End Date:  e.g 01-Jan-2004

Figure 2-24 View Unpaid Items Report Screen

Example: View Unpaid Items Reports search results.



SDDC CWA Reports (TP SCAC: HILI)

Unpaid Item Report

The table below lists all items for TP SCAC HILI within the date range 2003-06-10 and 2003-12-09 that have a not been paid by PowerTrack.









View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		ZY-264718	23120B	1	PTIDX1	145A	SIT 1st Day	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	2	PTIDX2	145B	SIT Addtl Day	95	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	3	PTIDX3	145C	Whse Handling	22	pending		Thu Nov 13 13:35:30 EST 2003
		ZY-264718	23120B	4	PTIDX4	145D	Valuation: Addtl Chg SIT	22	pending		Thu Nov 13 13:35:30 EST 2003

Figure 2-25 View Unpaid Items Report Results Screen

2.3.7.3 TP Multiple Reports

Click on the link *[TP Multiple Reports](#)*.

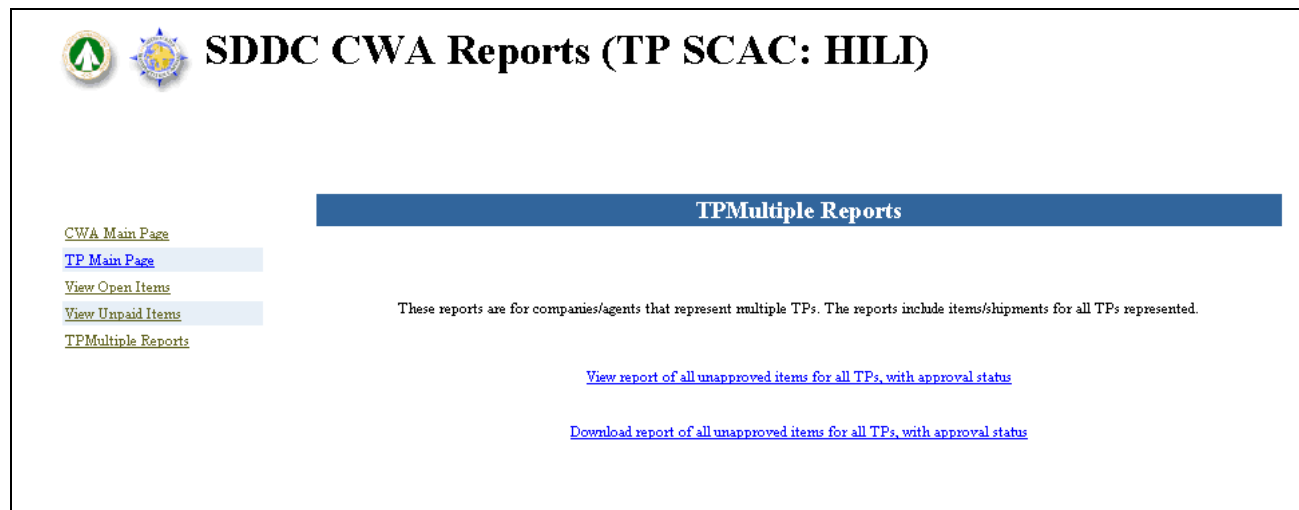




Figure 2-26 TP Multiple Reports Screen

Note: To download the report, click on the link *[Download report of all unapproved items for TPs with approval status](#)*. Save the file to a disk or on your hard drive. Open Microsoft Excel on your PC and open the file with the report. Then click the 'Delimited' box and click the [Next] button. Then click to undo the 'Tab' box; check the 'Other' box and insert the pipe symbol [|] on your keyboard, click the [Next] button, then click [Finish] button.

Example 1: Click on the link *[View report of all unapproved items for all TPs with approval status](#)*.

SDDC CWA Reports (TP SCAC: HILD)

[CWA Main Page](#)

[TP Main Page](#)

[View Open Items](#)

[View Unpaid Items](#)

[TP Multiple Reports](#)



TP Multiple Report View

The table below lists all items for all TPs represented that do not have a status of approved (i.e. pending, denied or disputed, updated) and have not been sent to PowerTrack.

TP SCAC: BOWR											
View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
TP SCAC: AHIF											
View Items	Edit Items	BL Number	Invoice Number	859LXNumber	859IDCNumber	Item Code	Description	Quantity	Approval Status	PPSO Note	Submit Date
		JP-075920	JP075920A	2	PTIDX2	BSC	Bunker S/C	1	pending		Thu Nov 13 14:38:54 EST 2003
		JP-075920	JP075920A	3	PTIDX3	WAR	War Risk S/C	1	pending		Thu Nov 13 14:38:54 EST 2003

Figure 2-27 View Report of All Unapproved Items For All TPs With Approval Status Screen

Example 2: Click on the link *Download report of all unapproved items for TPs with approval status* to download the report.

SDDC CWA Reports (TP SCAC: HILD)

[CWA Main Page](#)

[TP Main Page](#)

[View Open Items](#)

[View Unpaid Items](#)

[TP Multiple Reports](#)

TP Multiple Report Download

Click the Download Report link below and save to your local disk to retrieve the latest report of all unapproved items for all TPs.

The report file is a pipe delimited (|) text file (.txt file) that can be opened directly in Excel.

The format of the download file is as follows:

TPSCAC|BLNumber|InvoiceNumber|859LXNumber|859IDCNumber|ItemCode|Item Description|Quantity|ApprovalStatus|PPSONote|SubmittedDate

[Download Report](#)

Figure 2-28 Download Unapproved Items for TP Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
3	HILIJZY-100314	IVV23134	5	SS	100C	Pak Reg Ctn <3.0 Cuft	30	pending	null	Fri Jan 02 18:02:46 EST 2004					
4	HILIJZY-100314	IVV23134	6	SS	100D	Pak Reg Ctn 3.0 Cuft	20	pending	null	Fri Jan 02 18:02:46 EST 2004					
5	HILIJZY-100314	IVV23134	7	ST	100E	Pak Reg Ctn 4.5 Cuft	41	pending	null	Fri Jan 02 18:02:46 EST 2004					
6	HILIJZY-100314	IVV23134	8	SS	100G	Pak Reg Ctn 6.5 Cuft	1	pending	null	Fri Jan 02 18:02:46 EST 2004					
7	HILIJZY-100314	IVV23134	9	SS	100H	Pak Reg Wardrobe	14	pending	null	Fri Jan 02 18:02:46 EST 2004					
8	HILIJZY-100314	IVV23134	10	S	100J	Pak Reg Matt Ctn <39x75	4	pending	null	Fri Jan 02 18:02:46 EST 2004					
9	HILIJZY-100314	IVV23134	11	S	11	100L	Pak Reg Matt Ctn >54x75	2	pending	null	Fri Jan 02 18:02:46 EST 2004				
10	HILIJZY-100314	IVV23134	12	S	12	100N	Pak Reg Mirror Ctn	47	pending	null	Fri Jan 02 18:02:46 EST 2004				
11	HILIJZY-100314	IVV23134	13	S	13	105A	Extra Pickup	1	pending	null	Fri Jan 02 18:02:46 EST 2004				
12	HILIJZY-100314	IVV23134	15	S	15	1431A	One Percent Service Charge (Domestic)	1	pending	null	Fri Jan 02 18:02:46 EST 2004				
13	HILIJZY-100314	IVV23134	1	S	1	LHS	Line Haul Charge	93.8	pending	null	Fri Jan 02 18:02:46 EST 2004				
14	HILIJZY-100314	IVV23134	3	S	3	155A	Addtl Trans Chg	93.8	pending	null	Fri Jan 02 18:02:46 EST 2004				
15	HILIJZY-100314	IVV23134	A	1	S	1	145A	SIT 1st Day	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004			
16	HILIJZY-100314	IVV23134	A	2	S	2	145B	SIT Addtl Day	5	pending	null	Fri Jan 02 18:02:55 EST 2004			
17	HILIJZY-100314	IVV23134	A	3	S	3	145C	Whse Handling	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004			
18	HILIJZY-100314	IVV23134	A	6	S	6	PDS	SIT Pup/Del	93.8	pending	null	Fri Jan 02 18:02:55 EST 2004			
19	HILIJZY-100314	IVV23134	A	B	S	8	1431A	One Percent Service Charge (Domestic)	1	pending	null	Fri Jan 02 18:02:55 EST 2004			
20	ISFGJP-676323	IVV030041	SFR	1	S	1	LHS	Line Haul Charge	84.03	pending	null	Fri Jan 02 18:04:22 EST 2004			
21	ISFGJP-676323	IVV030041	SFR	5	S	5	1535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:22 EST 2004			
22	ISFGJP-794175	IVV030048	SFR	1	S	1	LHS	Line Haul Charge	105.76	pending	null	Fri Jan 02 18:04:24 EST 2004			
23	ISFGJP-794175	IVV030048	SFR	3	S	3	1535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:24 EST 2004			
24	ISFGJP-794175	IVV030048	SUP	1	2	S	2	1505A	Reweigh Fee (Household Goods)	1	pending	null	Fri Jan 02 18:04:25 EST 2004		
25	ISFGJP-794175	IVV030048	SUP	1	3	S	3	1518B	SIT 1st Day	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004		
26	ISFGJP-794175	IVV030048	SUP	1	4	S	4	1518A	SIT Addtl Day	20	pending	null	Fri Jan 02 18:04:25 EST 2004		
27	ISFGJP-794175	IVV030048	SUP	1	5	S	5	1518D	Whse Handling	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004		
28	ISFGJP-794175	IVV030048	SUP	1	6	S	6	1520A	SIT Pup/Del	105.76	pending	null	Fri Jan 02 18:04:25 EST 2004		
29	ISFGJP-794175	IVV030048	SUP	1	9	S	9	1535A	One Percent Service Charge (International)	1	pending	null	Fri Jan 02 18:04:25 EST 2004		
30	ISFGJP-794491	IVV030055	SFR	1	S	1	LHS	Line Haul Charge	57.35	pending	null	Fri Jan 02 18:04:29 EST 2004			

Figure 2-29 TP Multiple Report in Microsoft Excel

2.3.8 Pre Approvals

Click on the link Pre Approvals, enter the BL number and click the **[Submit]** button.

SDDC CWA (TP: AALF)

Pre Approvals for AALF (TP SCAC AALF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

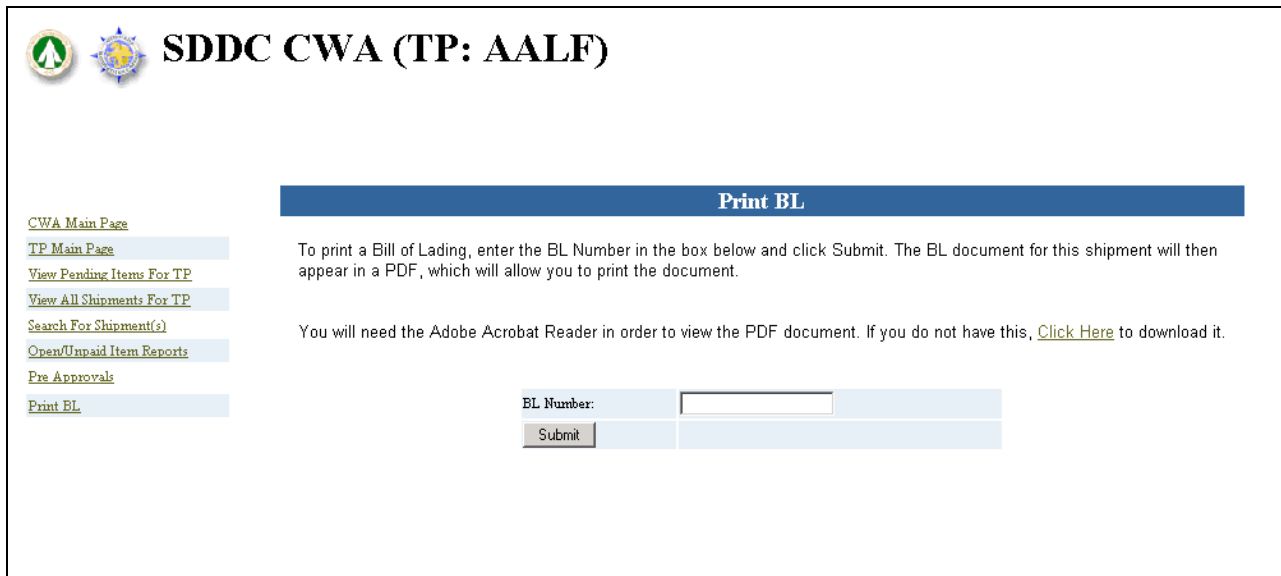
Enter the BL Number for the shipment you wish to view preapproval services.

BL Number:

Figure 2-30 Pre Approvals Screen

2.3.9 Print BL

Click on the link [Print BL](#) to print the report. Enter BL Number and click **[Submit]**.



SDDC CWA (TP: AALF)

[CWA Main Page](#)
[TP Main Page](#)
[View Pending Items For TP](#)
[View All Shipments For TP](#)
[Search For Shipment\(s\)](#)
[Open/Unpaid Item Reports](#)
[Pre Approvals](#)
[Print BL](#)

Print BL

To print a Bill of Lading, enter the BL Number in the box below and click Submit. The BL document for this shipment will then appear in a PDF, which will allow you to print the document.

You will need the Adobe Acrobat Reader in order to view the PDF document. If you do not have this, [Click Here](#) to download it.

BL Number:

Figure 2-31 Print BL Screen

Note: If you don't have Acrobat Reader installed click on the link [Click Here](#) and follow the instructions on the screen.

APPENDIX A

APPENDIX A—ACRONYMS

BL	Bill of Lading
CE	Costing Engine
DA	Shipment Authorized Delivery Address
CWA	Central Web Application
DFAS	Defense Finance and Accounting System
DoD	Department of Defense
DTOD	Defense Table of Official Distances
EDI	Electronic Data Interchange
ETA	Electronic Transportation Acquisition
FTP	File Transfer Protocol
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
GSA	General Service Administration
GUI	Graphic User Interface
IC	(EDI) Implementation Convention
HTTP	HyperText Transfer Protocol
HTTPS	HyperText Transfer Protocol – Secure
LHS	Line Haul Item
MDA	Model Driven Architecture
NIPRNET	Non-classified Internet Protocol Routing NETWORK
NTS	Non-Temporary Storage
OCONUS	Outside the Continental United States
OTO	One-Time-Only (Shipment)
PM	Persistence Manager (from JDO)
PPPO	Personal Property Processing Office
PPPSB	Passenger and Personal Property Systems Branch
PPSO	Personal Property Shipping Office
SCAC	Standard Carrier Alpha Code

SDDC.....Military Surface Deployment and Distribution Command
SIT.....Storage In Transit
SMTP.....Simple Mail Transport Protocol
THIST.....TOPS History
TOPS.....Transportation Operational Personal Property Standard System
TP.....Transportation Provider
URL.....Universal Resource Locator

APPENDIX B

Appendix B—Shipment Address Types

ATHPCK	Shipment Authorized Pickup Address
ATHDLV	Shipment Authorized Delivery Address
PRIPCK	Shipment Primary Pickup Address
PRIDLV	Shipment Primary Delivery Address
ADDPCK	Shipment Additional Pickup Address
ADDLV	Shipment Additional Delivery Address
LNGDLV	Shipment Long Delivery Address
DIVRSN	Shipment Diversion Delivery Address
RVCPT	Shipment Service Point
PRTUSD	Shipment Port Used
PRTORG	Shipment Original Port Designated
DIVRPT	Shipment Diversion Point
ORGSIT	Shipment Origin Sit Address
DSTSIT	Shipment Destination Sit Address